

COUNTY COUNCIL
OF
HARFORD COUNTY, MARYLAND

BILL NO. 83-5

Council President Hardwicke at the
request of the County Executive

Introduced by _____

Legislative Day No. 83-5 Date February 8, 1983

AN EMERGENCY ACT to repeal and re-enact with amendments, Subsection (c), heading, Applications and Examinations, and Subsection (i), heading, Records and Reports, of Section 201A, heading, Classified Service, of the Code of Public Local Laws of Harford County, Maryland, as amended; to provide for the elimination of a requirement regarding applications for employment so the Office of Personnel may operate more efficiently; and to provide for a change in the reporting requirements for attendance records.

By the Council, February 8, 1983

Introduced, read first time, ordered posted and public hearing scheduled

on: March 8, 1983

at: 7:15 P.M.

By Order: Angela Markowski, Secretary

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Bill having been published according to the

Charter, a public hearing was held on March 8, 1983

and concluded on March 8, 1983.

Angela Markowski, Secretary

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW. [Brackets] indicate matter deleted from existing law. Underlining indicates language added to Bill by amendment. Language lined through indicates matter stricken out of Bill by amendment.

1 Section 1. *Be It Enacted By The County Council of Harford County,*
2 *Maryland,* that Subsection (c), heading, Applications and Examina-
3 tions, and Subsection (i), heading, Records and Reports, of
4 Section 201A, heading, Classified Service, of the Code of Public
5 Local Laws of Harford County, Maryland, as amended, be, and they
6 are hereby repealed and re-enacted with amendments, all to read as
7 follows:

8 Section 201A. Classified Service.

9 Subsection (c) Applications and Examinations.

10 (1) Announcements for Vacant Positions.

11 Announcements for all vacant positions in the
12 Classified Service System shall be published and posted on bulle-
13 tin boards in all departments and in such other places as the
14 Personnel Officer deems advisable. Announcements shall specify
15 the title, grade, and salary range, minimum requirements for the
16 position, time, place, and manner of making application, and other
17 pertinent information. Vacancy notices shall be posted for five
18 (5) calendar days on department bulletin boards and/or ten (10)
19 calendar days in public media if required.

20 (2) Application for Employment.

21 [(i) Applications for employment shall be accepted
22 at any time whether or not a vacancy has been announced.]

23 [(ii)] (i) A standard application form, approved
24 by the Personnel Advisory Board, shall be used for all applica-
25 tions for employment AND WILL BE ACCEPTED ONLY FOR ANNOUNCED
26 VACANCIES.

27 [(iii)] (ii) Qualified applications and eligi-
28 bility lists shall be maintained for at least one (1) year.

29 [(iv)] (iii) All applicants for positions in the
30 Classified Service System may be required to take an aptitude
31 and/or performance test to determine their position on an eligi-
32 bility list. Scope and composition of such tests shall be

1 determined by the Personnel Officer and shall be approved by the
2 Personnel Advisory Board.

3 [(v)] (iv) Medical examinations may be required
4 for all new employees. Positions requiring medical examination
5 shall be determined by the Personnel Officer.

6 (3) Promotional Examinations.

7 (i) Open to all regular full-time employees who
8 meet the requirements outlined in the announcement of position
9 vacancy.

10 (ii) If all test scores and/or qualifications are
11 equal, seniority will prevail.

12 (4) Notice of Rating.

13 Each applicant will receive a written notice of
14 rating whether eligible or ineligible. If ineligible, such notice
15 will include the reasons for ineligibility.

16 (i) Records and Reports.

17 (1) Personnel Transactions.

18 All official personnel actions will be made on
19 authorized forms as prescribed by the Personnel Officer. Copies
20 of official personnel actions shall be included in employee's
21 personnel record. All personnel records will not be subject to
22 inspection except to employees and persons authorized, whether by
23 the employee or the Personnel Officer or the County Council.

24 (2) Reports.

25 The Personnel Officer shall submit an activity
26 report to the Personnel Advisory Board at least annually and at
27 such other times as the Board shall designate. Copies of these
28 reports may be submitted to other interested operating officials
29 if they so request.

30 (3) Attendance Records.

31 Time reports will be submitted by immediate
32

1 supervisor[s] [and], approved by the department head, AND
2 SUBMITTED to the [Personnel Officer] DEPARTMENT OF TREASURY.

3 (4) Review of Payroll Records.

4 On a periodic basis, the Personnel Officer
5 shall review payroll IBM printouts and other information necessary
6 to examine names, salaries, and other data to ascertain that all
7 employees listed have been duly appointed and data shown is
8 accurate.

9 (5) Employee Files.

10 The Personnel Officer shall compile and
11 maintain a complete file on each employee.

12 Section 2. *And Be It Further Enacted*, that this Act is hereby
13 declared to be an emergency act, necessary to eliminate a require-
14 ment regarding applications for employment so that the Office of
15 Personnel may operate more efficiently and to provide for a change
16 in the reporting requirements for attendance records and shall
17 take effect on the date it becomes law.

18 EFFECTIVE: March 11, 1983

19
20 *The Secretary of the Council does hereby*
21 *certify that fifteen (15) copies of this Bill*
22 *are immediately available for distribution to*
23 *the public and the press.*

24 *Angela Maslowski*, Secretary

BY THE COUNCIL.

BILL NO. 83-5

Read the third time.

Passed LSD 83-8 (March 8, 1983)

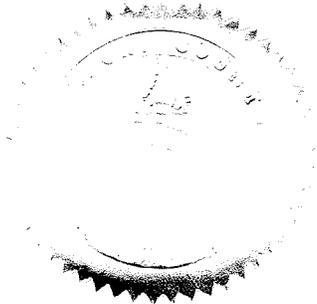
Failed of Passage _____

By order

Angela Marboushi, Secretary

Sealed with the County Seal and presented to the County Executive for his approval this 9th day of March, 1983 at 3:00 o'clock P.M.

Angela Marboushi, Secretary



BY THE EXECUTIVE

APPROVED:

[Signature]
County Executive

Date March 11, 1983

BY THE COUNCIL

This Bill (No. 83-5), having been approved by the Executive and returned to the Council, becomes law on March 11, 1983.

Angela Marboushi, Secretary